

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 2016

PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

University of Maryland, Baltimore

Office of Research and Development

Item No.	Description	Retention
	<p>The Following Records are found in the Contracts and Grants Section of the Office of Research and Development (ORD), University of Maryland:</p> <p>Amendments to the documents identified below will not normally require any changes in the retention schedule. If the description, retention life, or new record series is changed or added, the retention schedule will be amended to reflect such changes.</p> <p>All or some of the following records are found in State agencies of the University of Maryland system.</p> <p>1. Terminated Grants 2. Terminated Contracts</p> <p>Records are being retained:</p> <p>1) to meet Federal requirements 2) to fulfil generally accepted Accounting principles 3) as documentation for University use in future legal actions</p> <p>Retain for ten (10) years and until all audit requirements have been fulfilled.</p> <p>If University of Maryland, Baltimore archives are not available, in the case of materials which must be archived, materials for permanent retention will be transferred to State Archives in Annapolis and materials with limited retention period (5-25) will be transferred to the State Center in Jessup.</p> <p>UNTIL AUDIT REQUIREMENTS ARE MET MEANS: 3 years for State-related documents, three years for non-monetary federal related documents, three years for monetary federal related documents under \$25,000, and 6 years, 3 months for monetary federal related documents over \$25,000.</p>	<p>Ten (10) years, then destroy. Ten (10) years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

6/9/98
Date

Wayne Jones
Signature

KAR
Exec Dir
Title

JUN 30 1998
Date

Edward C. Papenfuss
State Archivist

6/10/98

Wayne Jones
Assoc. Dir.

INSTRUCTIONS--TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY

Education

2. DIVISION

University of Maryland, Baltimore

3. UNIT Office of Research
and Development

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Terminated Grants

5. EARLIEST YEAR/LATEST YEAR

1978 TO 1995

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Grants, and related records, to University faculty for sponsored projects

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☒ OTHER(SPECIFY)
boxes
10
NUMBER

10. ANNUAL ACCUMULATION

- ☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☒ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
10
NUMBER

11. FILE IS USED very rarely

- ☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

10 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Lombard Building, Fifth Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☒ YES ☐ NO Excel spreadsheet
Box number and file number
linked

18. RECOMMENDED RETENTION

Ten (10) years per Records Retention Schedule

19. NAME AND TITLE OF PREPARER

J. Joseph Giffels, Info Mgr

20. TELEPHONE NUMBER

(410) 706-6631

21. DATE

6/9/98

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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